

## LANCASTER COUNTY NURSING SUPERVISOR

### NATURE OF WORK

This is administrative nursing work involving the management, supervision and delivery of nursing services to a large patient group.

Work involves performing daily rounds supervising and coordinating the activities of subordinate nursing staff involved in varying levels of patient care; ensuring adequate staffing levels and staff fitness for work; reassigning staff to meet facility/resident needs; and disciplining or correcting staff. Work also includes providing nursing staff orientations; compiling and maintaining resident and staffing data and statistics; and answering and responding to patient/family questions and complaints. The individual within this class exercises considerable latitude in making work decisions according to facility policies and guidelines. General supervision is received from the Nursing Director with work reviewed in the form of staff support, accuracy and thoroughness of records and compliance with agency, State and Federal guidelines and techniques.

### EXAMPLES OF WORK PERFORMED

Perform daily rounds of all nurses stations; ensure adequate staffing levels and staff fitness for work; reassign staff to meet facility/resident needs; discipline or correct nursing staff; screen/initiate telephone calls concerning staff work schedules; contact contracted nursing agencies for needed staffing.

Supervise, observe, counsel and evaluate the work of assigned nursing staff; coordinate and assist in the orientation of new and contract nursing staff; review each station shift documentation and resident status reports/charting; prepare daily shift report; advise administrative staff of emergencies, unusual shift events, special patient conditions, staffing issues or concerns; perform quality assurance evaluations as needed; ensure compliance with facility, State and Federal regulations and policies.

Provide direct nursing care services to residents including distributing medications, conducting admission assessments, assessing wounds, initiating intravenous therapy, inserting nasogastric tubes and giving injections; communicate daily changes in patients' conditions to ensure continuity of patient care, adherence to physician's orders and compliance with appropriate medical protocols; complete nurses notes or incident reports as needed; fill oxygen tanks; respond to medical or staff emergencies and patient/family questions and complaints.

Attend/chair patient, staff and management meetings; participate in professional and educational workshops/training as appropriate; compile, report and maintain resident and staffing data and statistics; answer and respond to facility telephone calls after hours.

**DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS**

Considerable knowledge of the principles, practices and techniques required in the delivery of geriatric nursing services.

Considerable knowledge of federal, state and facility regulations governing the operation of a nursing facility.

Considerable knowledge of administrative principles and practices as they relate to the supervision, assignment, discipline and orientation of staff.

Considerable knowledge of the various types of equipment utilized in the delivery of nursing services.

Knowledge of the aging process and problems associated with nursing home confinement.

Knowledge of infection and disease prevention and control.

Knowledge of human services and health care service agencies in the community.

Ability to make professional nursing and administrative decisions within the framework of established policies and procedures.

Ability to assign, orient, supervise and evaluate the work of subordinate staff.

Ability to communicate effectively both orally and in writing.

Ability to perform skilled nursing practices and maintain accurate records of services and treatments provided.

Ability to coordinate multiple services and functions among staff in high stress situations.

Ability to establish and maintain effective working relationships with medical professionals, resident and family members, co-workers and the general public.

**DESIRABLE TRAINING AND EXPERIENCE**

Graduation from a baccalaureate degree nursing program approved by the State of Nebraska and considerable experience in the delivery of nursing services to a geriatric population including experience within a supervisory role.

## MINIMUM QUALIFICATIONS

Graduation from an accredited school of nursing approved by the State of Nebraska and experience in the delivery of nursing services to a geriatric population including some supervisory experience or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

## NECESSARY SPECIAL REQUIREMENTS

Employees in this class working at Lancaster Manor must meet such physical and health requirements necessary for employment in a licensed nursing facility as required by the State of Nebraska.

Approved by: \_\_\_\_\_  
Department Head

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Personnel Director

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